



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
BUILDING 2102, NAVAL STATION
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 12792.1
N8
FEB 03 1998

NAVRESREDCOM REGION TWENTY-TWO INSTRUCTION 12792.1

Subj: CIVILIAN EMPLOYEE PHYSICAL FITNESS PROGRAM

Ref: (a) OCPMINST 12792.4

1. Purpose. To establish policy and procedures for the Civilian Employee Physical Fitness Program.

2. Background. Reference (a) delegates authority to Commanding Officers to establish a Civilian Employee Physical Fitness Program and to grant excused absences for brief periods of time to employees for participation in physical fitness programs.

4. Policy.

a. Authority is delegated to department heads to grant up to three 45-minute periods per week of excused absence for participation in aerobic fitness activities. Granting of excused absences should be made after careful consideration of the organization's mission and the health needs of employees in the organization. The three weekly sessions may be granted in any combination of days that will ensure that the employee's productivity is maintained and the activity's operations are properly managed and conducted in an effective and efficient manner. Consideration may be given to using the three 45-minute sessions in combination with the lunch period. The following restrictions shall apply:

(1) All aerobic fitness activities, such as biking, running, walking, etc. will begin and end within Naval Station property. In other words, personnel will not be authorized to depart work to go to a health club, gym or other facility outside the confines of the Naval Station.

(2) MWR fitness facilities may be used where available, subject to MWR policy stated in reference (b).

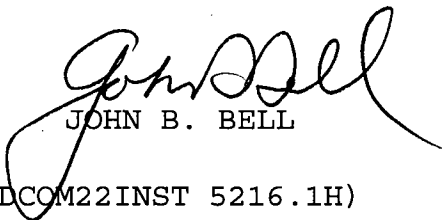
(3) Employees who choose not to participate in aerobic fitness activities will not be granted periods of excused absences for other purposes as compensation.

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b. For ease of administration, a regularly scheduled aerobic fitness time is encouraged.

5. Action. Each department head is responsible for determining the efficiency and appropriateness of granting participation in the Civilian Employee Physical Fitness Program.



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List D